

QUICK START GUIDE FOR MAP-A

Following is a recommended list of tasks to be completed by school districts that will be administering MAP-A. There are different roles that will need to be filled within each district. The tasks are broken down according to role below.

ALL ROLES:

1. Bookmark the [DESE MAP-A web page](#).
2. Make note of the important dates listed on the [DESE MAP-A web page](#).
3. Subscribe to Test Updates [here](#).
4. Pay close attention to future SELS messages for additional information about MAP-A. If you are not signed up to receive SELS messages, you can do that by clicking [here](#).

****Important Note****It is crucial that all educators expected to administer the MAP-A assessment be given access to Educator Portal as soon as possible. It is just as crucial for all students expected to take the new MAP-A be given access to a device that has KITE Client downloaded on it. ****Important Note****

ROLES:

1. **[ASSESSMENT COORDINATOR](#)**: This person is typically the District Testing Coordinator. The Assessment Coordinator is presumed to be at the district level and is the one main point of contact between DESE, DLM, and the district. The key duty of the Assessment Coordinator is to oversee the assessment process, including managing staff roles and responsibilities, developing and implementing a comprehensive training plan, developing a schedule for assessment implementation, monitoring and supporting assessment preparations and administration, and developing a plan to facilitate communication with parents/guardians and staff. Further explanation of this role and key duties are found [here](#).
2. **[DATA MANAGER](#)**: The key duties of the local data manager are to gather, validate, and upload educator (teacher, test administrator, examiner), student, and roster data into Educator Portal and to update records as needed. Explanation of this role and key duties are found [here](#).
3. **[TECHNOLOGY REPRESENTATIVE](#)**: The key duties of the local technology representative are to modify spam lists, favorites and “white list” websites and email to allow access to DLM content; download appropriate software; verify the district network meets requirements; and provide technical support for Educator Portal and KITE Client. Explanation of this role and key duties are found [here](#).
4. **[TEST ADMINISTRATOR](#)**: The Test Administrator is the person who actually administers the assessments to students. Explanation of this role and key duties are found [here](#).

ASSESSMENT COORDINATOR: This person is typically the District Testing Coordinator. The Assessment Coordinator is the one main point of contact between the state department, DLM and the district.

1. Contact Caryn Giarratano, Assistant Director of Assessment, at 573-751-6731 to have your Educator Portal account signed up.
2. Once this is complete, activate your Educator Portal account by following the instructions in the activation email.
3. Download and save or print a copy of the Assessment Coordinator Manual. You can do that by clicking [here](#). This manual will walk you through, step-by-step, every task assigned to the Assessment Coordinator. Pages 8-14 of this manual provide a checklist of the tasks that need to be completed.
4. On the [DESE MAP-A webpage](#), below the Important Dates, you will find a gray bar with four tabs. Click “Manuals/Trainings.” Scroll down to “Training” and find the Assessment Coordinator resources. View the short webinar specifically designed and recorded for Assessment Coordinators. You may also find the Assessment Coordinator FAQs helpful.
5. Manage district staff roles and responsibilities:
 - a. Identify educators who will serve as test administrators for the new MAP-A.
 - b. Identify personnel to fill the roles of Technical Liaison and Data Steward. If possible, designate a backup person for each of these roles.
 - c. Make sure each person is aware of his/her role and responsibilities and the timeline of events, including firm deadlines for required steps.
 - d. Review the checklists of responsibilities for Data Stewards, Technical Liaisons and Test Administrators. Encourage them to complete necessary trainings for their roles in a timely manner.
6. Complete the Security Agreement within Educator Portal. This will pop up the first time you log in.
7. Monitor educator completion of all parts of required test administration trainings and the Security Agreement.
8. Prepare for assessment implementation.
 - a. Establish communication between Data Stewards, Technical Liaisons and DLM.
9. It is vital for all Assessment Coordinators to carefully review the manual and follow the checklist on pages 8-14.

To return to the list of ROLES, click [here](#).

DATA MANAGER: The key duties of the local data manager are to gather, validate, and upload educator (teacher, test administrator, examiner), student, and roster data into Educator Portal and to update records as needed.

1. Download and save or print a copy of the Data Management Manual. You can do that by clicking [here](#). This manual will walk you through, step-by-step, every task assigned to the Data Manager. Pages 8-9 of this manual provide a checklist of the tasks that need to be completed.
2. Activate your Educator Portal Account and complete the Security Agreement upon your first login when it appears.
3. On the DESE MAP-A webpage, below the Important Dates, you will find a gray bar with four tabs. Click “Manuals/Trainings.” Scroll down to “Training” and find the Data Management resources. View the short webinar specifically designed and recorded for Data Managers.
4. Upload all test administrators, students and rosters to Educator Portal using the directions and screen shots found in the [Data Management Manual](#) on pages 12-102.
 - a. Go to Missouri’s Operational Testing webpage for Data Stewards, found [here](#).
 - b. Download the following files:
 - i. Enrollment Upload Template (csv)
 - ii. Roster Upload Template (csv)
 - iii. User Upload Template (csv)
 - iv. State Organizational Table MO (xls)
 - v. User Template Translation Guide MO (pdf)
 - c. As you are working through enrollment, if you have any questions or need assistance, please call Caryn Giarratano, Assistant Director of Assessment, at 573-751-6731.

To return to the list of ROLES, click [here](#).

TECHNICAL LIAISON: The key duties of the local technology representative are to modify spam lists, favorites and “white list” websites and email to allow access to DLM content; download appropriate software; verify the district network meets requirements; and provide technical support for Educator Portal and KITE Client.

1. Download and save or print a copy of the Technical Specifications Manual. You can do that by clicking [here](#). This manual will walk you through, step-by-step, every task assigned to the Technology Representative. Pages 8-9 of this manual provide a checklist of the tasks that need to be completed.
2. On the DESE MAP-A webpage, below the Important Dates, you will find a gray bar with four tabs. Click “Manuals/Trainings.” Scroll down to “Training” and find the Technology Representative resources. View the short webinar specifically designed and recorded for Technology Representative.
3. Begin working through the checklist on pages 8-9 of the Technical Liaison Manual as soon as possible.

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TEST ADMINISTRATOR: Educators that will be administering the assessments will need to complete the following steps.

1. Set up your Educator Portal account once the email with instructions has been received.
2. Download and save or print a copy of the *Guide to DLM Required Test Administrator Training 2015-16*. You can do that by clicking [here](#).
 - a. Review the About DLM Required Test Administrator Training section on page 5 of this manual.
 - b. Make sure you have an Educator Portal account. This is a necessary step before gaining access to the trainings. Wait 4 hours after receiving an Educator Portal account, then log into Moodle by going to training.dynamiclearningmaps.org
 - c. For information regarding your username and password for Moodle, please see page 15 of the *Guide to DLM Required Test Administrator Training 2015-16*.
 - i. New test administrators: Complete the 4 required training courses and post-tests with a score of 80% or better. Once completed, you must click the “Get your Certificate” button in order to have your status updated to “training completed.”
 - ii. Returning test administrators: Complete the one required training course and post-test, with a score of 80% or higher on all four parts of the post-test. Once completed, you must click the “Get your certificate” button in order to have your status updated to “training completed.”
 - d. 24 hours after successfully completing all required training courses, you will have access to student information in Educator Portal.
3. Download and save or print a copy of the Test Administrator Manual. You can do that by clicking [here](#).
4. The Test Administration Manual will walk you through, step-by-step, every task assigned to the Test Administrator.
 - a. Pages 10-14 of this manual provide a checklist of the tasks that need to be completed.
 - b. Page 42 of this manual provides a list of Troubleshooting Techniques to avoid common pitfalls.
5. Complete the Security Agreement within Educator Portal upon initial log in. Educators must click “accept” to have access to the Test Management tabs.
 - a. See page 32 of the Test Administration Manual for additional instructions and screen shots.
6. Download and save or print a copy of the Accessibility Manual. You can do that by clicking [here](#). This manual provides guidance on selection and use of accessibility features for completing the Personal Needs and Profile information for each student.
 - a. Review the Six Steps to Customize DLM Accessibility Features and Supports for Students on pages 17-40 of this manual.
7. On the DESE MAP-A web page, found [here](#), below the Important Dates, you will find a gray bar with four tabs. Click “Resources.”
 - a. Download the ELA, Math and Science Phase I blueprints. Print the pages that correspond with the grade level you teach. You will use this when selecting the Essential Elements for your students.
8. Download and save or print a copy of the Educator Portal User Guide. You can do that by clicking [here](#).
 - a. Pages 59-72 of this manual provide specific instructions regarding using the Instructional Tools Interface and creating an instructional plan for individual students.
9. Use the practice accounts to become familiar with what the testlets will look like with various accessibility features.
 - a. See pages 38-41 of the Test Administration Manual for information regarding practice activities and released testlets.

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